

ADMINISTRATOR REPORT
June 23, 2016

TO: Board of Supervisors
FROM: Frank J. Rogers, County Administrator *FJR*
RE: July 5, 2016 Board of Supervisors Meeting

2:30 PM - Administration / Human Services Committee – [Agenda](#)
Haberer Building Board Multi-Use Room (Rousseau / Zehr)

4:00 PM - Call to Order by Chairman Zehr
Pledge of Allegiance and Invocation by Supervisor Gunter

1. APPROVAL OF MINUTES

- a. [MAY 17, 2016](#) - BUDGET MEETING
- b. [JUNE 7, 2016](#) – REGULAR MEETING

2. APPEARANCES

Frank J. Rogers, County Administrator

a. [PURPLE HEART COMMUNITY DESIGNATION](#)

Gary Witt, Commander Military Order of the Purple Heart (MOPH) Chapter #1607, would like to present a request ([attached](#)) for your consideration, to support the MOPH by adopting the included proclamation naming Campbell County a Purple Heart Community and asking other Region 2000 localities to do the same. Their mission is to foster an environment of goodwill and camaraderie among combat wounded veterans, promote patriotism, support necessary legislative initiatives, and most importantly, provide service to all veterans and their families.

RECOMMENDATION:

Adopt the proclamation declaring Campbell County a Purple Heart Community, and requesting other localities to adopt similar resolutions, therefore honoring Campbell County veterans and those of Region 2000.

3. ADMINISTRATOR'S ITEMS

J. Michael Davidson, Economic Development Director

- a. [INDUSTRIAL INCENTIVES, ABBOTT](#) (5 minutes)

On December 1, 2015, the Board of Supervisors approved by consensus in closed session offering local incentive funding to Abbott. These incentives were recommended based on the County's Industrial Incentive Policy and Abbott expanding its current operations.

Abbott has committed to an expansion consisting of \$34 million in net new capital expenditures and 56 new full time employees paying an average of \$20.00 per hour over the next 36 months. Under Campbell County's existing industrial incentive policy, Abbott is eligible for \$567,600 in industrial incentives. The project parameters changed slightly since the project was presented in December of 2015. Abbott will install a new line to package Similac into a Techni-pac package as well as refurbish an existing Pedialyte line.

A Performance Agreement will be required and the incentives will be disbursed in six incremental payments commencing after the installation of one of the production lines and the hiring of 25 employees. The Return-On-Investment to the County is in keeping with County policy and is 2.06 years. Included with this agenda for your consideration is a supplemental appropriation request for the above incentive amount.

RECOMMENDATION:

Staff recommends the Board of Supervisors approve in open session the incentives of \$567,600 for Abbott, approve the included appropriation of funds, and authorize the County Administrator to sign all documents necessary to complete the transaction.

Paul Harvey, Community Development Director

b. [LIBERTY UNIVERSITY SITE DISTANCE ESEMENT – SUNNYMEADE ROAD](#)

The Virginia Department of Transportation (VDOT) is requiring a sight distance easement on private property as a condition for approving a commercial entrance to property owned by Liberty University on Sunnymeade Road. VDOT requests too that the easement be conveyed to Campbell County such that in the event the property owners do not properly maintain the easement, the County would have the work performed by VDOT or another entity, and then bill the property owner for the cost incurred. A signed maintenance agreement ([draft attached](#)), recorded in the Clerk's Office, is recommended by our legal staff in order to make the owner's responsibility clear. A draft of the [easement plat is attached](#) for reference, as is an aerial photograph of the area in question.

RECOMMENDATION:

- 1) **Authorize staff to approve a sight distance easement plat for Liberty University contingent upon the property owner signing a maintenance agreement in a form approved by the County Attorney.**
- 2) **Authorize the County Administrator to execute the agreement on behalf of the Board of Supervisors.**

Clifton M. Tweedy, Deputy County Administrator

c. HIGHWAY MATTERS (15 minutes)

- I. Status of Outstanding Highway Matters: [See attached report.](#)

ii. Highway Matters Action Items: Lewis Ford Road Resolution

VDOT is requesting the Board a resolution and AM4.3 form for the adjustments in the secondary system of state highways. The adjustments are reconstructing a portion of Route 643, Lewis Ford Road. Attached, please find the [resolution, AM4.3 form, and a sketch depicting the sections for the adjustments.](#)

RECOMMENDATION:

Adopt the proposed resolution and MA4.3 form as required by the Commonwealth.

iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters.

RECOMMENDATION:

Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.

4. CONSENT AGENDA

a. [APPROPRIATIONS](#)

Attached is an appropriation listing for the Board's consideration.

b. [COUNTY ATTORNEY INVOICE](#)

Attached is an invoice for \$2,610.00 from the county attorney for services rendered in June 2016.

c. [CPMT APPOINTMENTS](#)

The Campbell County Community Policy and Management Team (CPMT) has vacancies for representatives from the Department of Health, local government, and local school division due to staffing changes and retirements. The CPMT nominate the following for the Board's consideration:

- Erik Denton Sisk as the representative for Campbell County Public Schools to replace John Erb who is retiring at the end of June 2016;
- Kathy Waller as the representative for the Central Virginia Health District of the Department of Health to replace Ruby Jones whose job requirements no longer require her to work at the Campbell County site; and
- Summer Tetterton as the local government representative to replace Mike Daly who retired at the end of January 2016.

Code of Virginia §2.2-5204 and §2.2-5205 outline the membership requirements of the CPMT and the requirement that the local governing body make appointments to the team. The individuals listed above meet the criteria to serve on the CPMT in accordance with State Code.

d. [DETERMINATION FOR RFP FOR BANKING SERVICES](#)

The County's current banking services contract, which provides for checking account services, direct deposit for Schools payrolls, and other related banking services for the Treasurer and the Schools' Cafeteria Fund, with Wells Fargo Bank expires December 31, 2016. Staff is requesting the Board's approval to procure these services by the competitive negotiation process, since sealed bidding of banking services would be neither practicable nor fiscally advantageous to the County.

e. [HB 818 – APPOINTMENT OF A FOIA OFFICER](#)

Starting July 1, 2016 VA HB 818 requires local public bodies with a population greater than 250 to post a FOIA rights and responsibilities document on their public government website. With the launch of the new Campbell County web platform, staff proactively included FOIA rights and responsibilities on the website (accessed from the county homepage by clicking the "Transparency" navigation button), thus fulfilling VA HB 818's public listing requirement.

The bill also requires all local public bodies subject to FOIA to designate and identify contact information for at least one FOIA officer whose responsibility is to serve as a point of contact for members of the public in requesting public records and to coordinate the public body's compliance with the provisions of FOIA. It is recommended that Sherry F. Harding, the County's Public Information Officer, who is trained in FOIA protocols and currently processes citizens' FOIA requests through our Communications and Public Information Office be designated as the FOIA officer.

RECOMMENDATIONS: Staff recommends the Board:

- a. Approve the appropriations as presented;**
- b. Approve the County Attorney invoice of \$2,610.00;**
- c. It is recommended that Erik Denton Sisk be appointed to represent Campbell County Public Schools; Kathy Waller be appointed to represent the Department of Health-Central Virginia Health District; and Summer Tetterton be appointed to represent Campbell County Youth, Adult and Community Services on the Campbell County Community Policy and Management Team effective July 5, 201;**
- d. Determine that competitive sealed bidding is not practicable or fiscally advantageous for the procurement of banking services and authorize Central Purchasing to use the competitive negotiation process; and**
- e. It is recommended that the Board accept Campbell County's online listing of FOIA rights and responsibilities and the appointment of Sherry F. Harding, Public Information Officer, as the official FOIA officer for the organization.**

5. [APPOINTMENTS](#)

A list of [appointments is attached](#) for your review.

6. MATTERS FROM THE BOARD

A few minutes is scheduled at each meeting to [discuss matters from the Board](#).

7. CLOSED MEETING

Staff is requesting the Campbell County Board of Supervisors enter into a [closed meeting](#) in accordance with Section 2.2-3711 (A) (1) of the Code of Virginia to discuss legal matters related to personnel and in accordance with Section 2.2-3711 (A) (7) of the Code of Virginia to consult with legal pertaining to actual or probable litigation.

RECOMMENDATION:

Staff recommends the Board conduct a Closed Session for discussion of the item noted above.

5:30 P.M.

8. PUBLIC HEARINGS

The following were advertised ([ad attached](#)) for:

a. SPECIAL USE PERMIT REQUEST – 1618 SUNNYMEADE ROAD

PL-16-47 Request from Tracey Norvelle, agent for Liberty University, for a special use permit to use property located at 1618 Sunnymede Road for agricultural and horticultural purposes (school use) on property zoned Residential – Single Family (R-SF) and Agricultural (A-1). The 69.94 ± acres is located in the Concord & Spring Hill Election Districts and per the current Comprehensive Plan is in an area designated as a medium to high density residential. [A staff report is attached.](#)

In 2013, Liberty University requested and was approved for a special use permit to utilize this property for agricultural and horticultural purposes as a school use. At that time, they stated that they were planning to add an additional greenhouse, barn and storage buildings to the property. Since this request was approved, they have expanded their intended use of the property to include additional educational and agricultural operations. If approved, the revised special use permit will allow additional structures for classrooms, farm offices, additional storage buildings and barns, and other buildings/structures to support the expanded mission. Liberty will be expanding their teaching facilities at the site, and the primary purpose of the farm will continue to be educational.

RECOMMENDATION:

The Planning Commission recommended approval of this request citing good zoning practice by vote of 6-0 with the previously referenced conditions.

b. [Special Use Permit Request - 18891 Leesville Road](#)

PL-16-46 Request from Clif Tweedy, agent for Campbell County, for a special use permit to use property at 18891 Leesville Road for emergency services, government buildings and libraries, and public park and/or recreation areas. The 43.81 acres ± is in the Sunburst Election District and per the current Comprehensive Plan is located in an area designated as a medium to high density residential. [A staff report is attached.](#)

In 2000 Campbell County applied and was approved for a special use permit to use the referenced property for park and library facilities. At this time, the County is asking for a special use permit to allow the property to also house emergency services staff and equipment, as well as potentially utilize the property for other general government buildings. This special use permit would be in addition to the original permit approved in 2000.

Staff recommends the applicant utilize the site in general conformance with the use described in the narrative dated April 22, 2016 (see staff report).

RECOMMENDATION:

The Planning Commission recommended approving the use of the lower portion of the basement for temporarily housing emergency services until a permanent solution can be found by vote of 6-0 citing public welfare.

c. [RIGHT-OF-WAY VACATION REQUEST ROUTE 29 NB – SOUTH OF DENNIS RIDDLE DRIVE](#)

A property owner has requested the Community Development Department to vacate three segments of an unopened public right-of-way. The first segment is 30' wide and lies between parcels 68/137 and 69/70 of the Breezy Wood Subdivision. The second segment is also 30' wide and lies between parcels 32-A-64, lots 134-137 of the Breezy Wood Subdivision and the parcel referenced as Lot 91 on the preliminary plat prepared by Southeast Survey Group. The third segment is 20' wide and lies between parcels 69 through 89 of the Breezy Wood Subdivision and the parcels referenced as Lot 90 and Lot 91 on the preliminary plat prepared by Southeast Survey Group. [The plat is included for reference.](#)

If approved, the property owners on each side of the right-of-way segments would receive the vacated area up to the centerline of the right-of-way closest to their property in accordance with applicable laws. The request requires a public hearing which was duly advertised ([attached](#)) for the Planning Commission meeting June 27, 2016 and the Board of Supervisors meeting on July 5, 2016. The Staff Attorney drafted an ordinance of vacation for consideration and the applicant paid the required fee.

The right-of-way is no longer expected to serve any public purpose. Campbell County Utilities and Service Authority (CCUSA) was notified of the request and has no objection to vacating the right-of-way.

RECOMMENDATION:

Staff recommends approval of the request. The Planning Commission is scheduled to conduct a public hearing on June 27th and staff will update the Board on their recommendation.

Kristin B. Wright

d. [CODE UPDATE PUBLIC HEARING](#)

Some of the proposed amendments to the County Code for the regular spring update are mandated changes to mirror state law changes that will be effective July 1, discretionary changes that the Board has already approved for advertising or are minor amendments clarifying certain aspects of the Code. The [amended text for all chapters is available electronically online](#) with a paper copy available in the County Administrator's Office. The summary of all changes was presented to the Board at the June 7 meeting and is included with this agenda item as part of the text of the newspaper advertisement.

RECOMMENDATION:

Staff recommends the Board conduct the required public hearing to update the Campbell County Code for the amendments advertised and based on any public comment adopt the amendments, with any changes the Board believes are appropriate.

9. AGENCY MINUTES AND REPORTS

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|----|--------------------------------------------------------------------------|----------------|
| a. | <u>Brookneal Campbell County Airport Authority</u> | April 27, 2016 |
| b. | <u>Department of Social Services Board</u> | May 18, 2016 |
| c. | <u>EMSAC</u> | May 13, 2016 |
| d. | <u>FAC</u> | May 13, 2016 |
| e. | <u>Library Board</u> | May 16, 2016 |
| f. | <u>Planning Commission</u> | May 23, 2016 |
| g. | <u>Robert E Lee Soil and Water Conservation District</u> | April 28, 2016 |
| h. | <u>School Board</u> | May 9, 2016 |

10. INFORMATIONAL ITEMS

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|----|---------------------------------------------------------------------------------------------------|---------------|
| a. | <u>Campbell County Public Library – Newsletter</u> | Spring 2016 |
| b. | <u>Campbell County Department of Social Services –
Back to School Program</u> | June 6, 2016 |
| c. | <u>Marketing Industrial Parks</u> | June 14, 2016 |
| d. | <u>Report – County Administrator Approved Appropriations</u> | June 5, 2016 |
| e. | <u>Report – Expenditure/Revenue Summary</u> | May 2016 |
| f. | <u>Report – Treasurer</u> | May 2016 |
| g. | <u>Report – Unassigned Cash Balance</u> | May 2016 |
| h. | <u>Report – Unassigned Fund Balance</u> | May 2016 |

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|----|-----------------------------------------------------------------------|-----------|
| i. | <u>Report - Rezoning and Special Use Permit</u> | 2016 |
| j. | <u>School Board – Public Hearing on Comp Plan</u> | June 2016 |
| k. | <u>School Board – Change in Meeting Date for July</u> | June 2016 |

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 6/15/16

Items marked with an asterisk (*) are changed from the previously published schedule
Underlined items are special meetings

Tuesday, July 5th –

- 2:30 PM – Administration/Human Services Committee –
Board Level Multi-Use Room – (Rousseau, Zehr)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM – Public Hearings, special use permits (2), right of way vacation, Code Update

Tuesday, July 19th – 4 PM – No Board workshop currently scheduled

Tuesday, August 2nd –

- 2:30 PM - Public Works/Community and Economic Development Committee –
Board Level Multi-Use Room – (Gunter, Puckett)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings, EMS Fee Schedule

Tuesday, August 9th –

- 5 PM – EMSAC – Public Safety Conference Room (Borland, Goldsmith)
- 6:00 PM – FAC

Tuesday, August 16th – 4 PM – No Board workshop currently scheduled

Tuesday, August 23rd – 7 PM – Joint Committee Meeting –
Campbell County Technical Center – (Good, Gunter)

Tuesday, September 6th –

- 2:30 PM– Public Safety Committee –
Board Level Multi-Use Room – (Borland, Goldsmith)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings, none are currently scheduled

Tuesday, September 20th – 4 PM – No Board workshop currently scheduled

Tuesday, October 4th –

- 2:30 PM – Administration/Human Services Committee –
Board Level Multi-Use Room – (Rousseau, Zehr)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM – Public Hearings, none are currently scheduled

Tuesday, October 18th – 4 PM – No Board workshop currently scheduled

Tuesday, November 1st –

- 2:30 PM - Public Works/Community and Economic Development Committee –
Board Level Multi-Use Room – (Gunter, Puckett)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings, none are currently scheduled

Tuesday, November 8th –

5 PM – EMSAC – Public Safety Conference Room (Borland, Goldsmith)

6:00 PM – FAC

Tuesday, November 15th – 4 PM – No Board workshop currently scheduled

Tuesday, November 22nd – 7 PM – Joint Committee Meeting –

Campbell County Technical Center – (Good, Gunter)

Tuesday, December 6th –

2:30 PM– Public Safety Committee –

Board Level Multi-Use Room – (Borland, Goldsmith)

4 PM – Regular Administrative Business Meeting

5:30 PM– Public Hearings, none are currently scheduled